

## TO: The Alberta Lawyers Indemnity Association (ALIA)

c/o The Law Society of Alberta  
700, 333 – 11th Avenue SW Calgary, Alberta T2R 1L9  
Telephone: (403) 229-4716, 1-800-661-1694, E-mail: [ALIA@lawsociety.ab.ca](mailto:ALIA@lawsociety.ab.ca)

It is a requirement of the professional liability and misappropriation indemnity program that any claim or potential claim must be reported to ALIA during the policy period in which you became aware of it. **Failure to report a claim prior to the June 30 deadline of that policy period will result in denied coverage.** To ensure a timely investigation of this claim or potential claim, please return this form along with relevant documentation.

Personal information collected from you will be used by ALIA for one or more purposes contemplated by the *Legal Profession Act*, the Rules of the Law Society, the Code of Conduct, or a resolution of the Benchers and will be accessible to all departments of the Law Society. The information may be used or disclosed by ALIA, now or in the future, for regulatory purposes, including Law Society investigations and proceedings. We may contact you to obtain additional information, or to obtain clarification on the information you provided. Should you have any questions about the collection, use or disclosure of this information, please contact ALIA @ (403) 229-4716.

**CONFIDENTIAL**

**New Claim Report**

**ALIA File:** \_\_\_\_\_

### LAWYER INFORMATION

Lawyer:	Roll No.:	Year Called to Bar:	File No.:
Law Firm Name / Employer Name:			
Current Occupation:			
What firm were you with at the time the alleged error occurred?			
Does your Firm carry Excess of the \$1,000,000 Mandatory Coverage:		Yes	No
Insurer	Policy #		

### BUSINESS INFORMATION

Business Address:	
Business Phone:	Business Fax:
Business E-Mail:	

## CLAIMANT INFORMATION

Name of Claimant:		
Address:		
Telephone:		
Claimant's Lawyer:		
Firm:		
Telephone:		
Is/was there a solicitor/client relationship between you/the firm and the claimant?	Yes	No
If " <b>No</b> ", explain:		
Aside from a solicitor-client relationship, do you have an ownership, financial, or business interest in the client or claimant?	Yes	No
If " <b>Yes</b> ", please elaborate:		
Name of Client, if different from Claimant:		
Length of time you have acted for the Client:		
Are you continuing to represent the claimant?	Yes	No
If " <b>No</b> ", where is the file?		
Have your fees been paid?	Yes	No

### CLAIM INFORMATION

When did the alleged error occur?	Day	Month	Year
Is this a Real Estate 'Protocol' claim? <b>(A surcharge may not result if this claim involved a Real Estate protocol closing)</b>	Yes	No	
When were you made aware of the potential claim against you?			
How were you made aware of the potential claim?			
Is claimant aware of the potential problem?	Yes	No	
When were you first put on notice (written and/or oral) of a claim? <b>If you received written notice or statement of claim, please attach a copy.</b>			
Is there any proceeding (such as a foreclosure, repossession, application or defence) requiring urgent attention?	Yes	No	
If "Yes", by when?			
What do you think the claim may be worth?			
In your opinion, the likelihood of liability is:	Unlikely	Possible	Probable      Definite
Please identify other parties who may be involved in the dispute, e.g. real estate agent, bank, appraisers, tortfeasors, insurers:			
List all staff members directly involved in the matter out of which the alleged error arose, indicating position (partner, associate, articling Student, legal assistant, secretary):			
Does this claim arise out of the claimant/client doing business with an entity in which you have an ownership, financial or business interest?	Yes	No	
If "Yes", please elaborate:			

### OTHER

What percentage of your practice was devoted to this area of law at that time?	
How long had you been practicing in this area of law at the time?	Years

**BRIEF PRECIS OF CLAIM**

Please relate all relevant facts pertaining to this claim in chronological order. **(Attach a separate sheet if necessary.)**

How could this claim/potential claim have been prevented?

**DOCUMENTS / SIGNATURE**

The following documents are enclosed:

Correspondence          Statement of Claim          Other

**THIS REPORT IS MADE IN CONTEMPLATION OF LITIGATION.**

Signature of Lawyer: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Managing Partner (where applicable): \_\_\_\_\_

**NOTE: Ensure that any claim or potential claim is reported to ALIA as you become aware of it.**

**Failure to report a claim prior to the June 30 deadline of that policy period in which you became aware of it will result in denied coverage.**

**Be sure to keep a complete copy of your entire file.**

**The Benchers of the Law Society of Alberta have resolved that with respect to professional liability claims, claim files may be made available to any department of the Law Society of Alberta.**

**Should you have any questions about the collection, use or disclosure of this information, please contact ALIA @ (403) 229-4716.**